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Approved For Release 2002/06/18 : CIA-RDP84-00463R000100040030-8

7 JUN 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 7 June 1974:

a. Retroactive Pay. In collaboration with OJCS, 30 August 1974 has been established as the date of payment to current employees for amounts due for retroactive pay adjustments for the period 1 October 1972 through 6 January 1973. This date is based on OJCS target dates for completion of key aspects of the computer support necessary to the computation and payment of amounts due for the retroactive pay raise.

b. Microfilming for Office of the Comptroller. The Office of the Comptroller recently requested microfilm copies of selected financial reports to permit that Office to make trend analyses of various kinds. In order to provide the desired information, we arranged the paper work and cartridge preparation to provide 111 duplicate microfilm reels of financial information for prior period reports. Actual reproduction of film was done by the Printing Services Division. Copies of future reels of desired information will be provided the Office of the Comptroller on a current basis.

c. Early Closing of Books. In response to a request from the Comptroller, we closed our books on 28 May to allow early review of status of Agency's accounts. The coordinated effort with OJCS and Office of Logistics was very successful and reports were distributed Agency-wide on the morning of 3 June.

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25X1 d. Information Science for Financial Management Course. Messrs. [redacted], OF, will meet with [redacted] ISIS/OIR, the Course Chairman for the Information Science for Financial Management course which will be run for the second time 21 October to 15 November 1974. The results of the first running of the course last winter will be reviewed and plans made for adjustments and improvements in course content, presentation and training exercises. [redacted] will work with [redacted] in the preparations for the next course running. 25X1

25X1 e. Transfer of Certain Central Travel Branch Travel Functions. We have notified the components concerned in the Directorates of DDI, DDS&T and DDM&S of the functions and associated responsibilities for which they will be responsible for travel commencing on and after 1 July 1974. This is in implementation of the policy decision to transfer certain travel functions out of the Central Travel Branch.

f. Commuted Travel. A single standard outbound commuted travel allowance table for all European installations was developed and submitted to the DDM&S for approval.

g. Special Task. Messrs. [redacted] met with representatives of ODE to assist in determining the financial procedures and staffing needs of a planned ODE installation. 25X1

25X1 h. General Accounting System. Messrs. Yale, [redacted] met with senior B&F Officers from Directorate Planning Staffs to review and discuss General Accounting System (GAS) plans and progress.

25X1 i. Travel. A revision of travel regulations [redacted] was made to remove a redundant basis for approval of travel accommodations and to eliminate possible dual level authorization of first class air use.

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**2. Significant activities for the next week include the following:**

[Redacted]

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**b. CIARDS.**

(1) Mr. [Redacted] will meet with [Redacted] O/Compt, to discuss preparation of a staff paper for the Management Committee on the subject of additional funding for CIARDS.

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(2) Messrs. [Redacted] will meet with OJCS representatives preparatory to a meeting with Mr. Kroll, the Treasury Actuary, to discuss programming requirements for the actuarial study which is in progress.

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Thomas B. Yale  
Director of Finance

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